

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 41D1AR

28 AUGUST 2003

Manpower Standard

FUELS MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: ANG/XPME (Mr. G. W. Tatum III)

Certified by: ANG/CS (Col S. Wassermann)

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 189th Airlift Wing whose mission it is to provide aircrew training for students from each branch of the military that flies the C-130 aircraft and from 27 foreign countries. This standard applies to the 189th Airlift Wing, Little Rock Air Force Base, Arkansas, and encompasses all major processes performed within the Fuels Management function. It does not apply to any other units. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Fuels Management. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME/Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National McGhee Tyson Air National Guard Base, TN 37777-6283.

1.	STANDARD DATA	3
2.	APPLICATION INSTRUCTIONS	3
3.	STATEMENT OF CONDITIONS	3
Attachment 1 -	GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	4

Attachment 2 -	PROCESS ORIENTED DESCRIPTION	7
Attachment 3 -	MANPOWER TABLE	29

1. STANDARD DATA.

1.1. Approval Date: 28 August 2003.

1.2. Man-hour Data Sources: The Operational Audit (historical record and technical estimate) technique was used to collect/determine man-hour/manpower data.

1.3. Standard Manpower Equation: $Y = 56.60 + 1.929X$.

1.4. Workload Factor.

1.4.1. Title: X = Average monthly number of aviation gallons issued (in thousands).

1.4.2. Definition: The monthly number of gallons of aviation fuel pumped to support the wing flying training mission.

1.4.3. Source. Fuels Automated Software System (FAS): Maintained at ANG/LGSF.

1.5. Points of Contact.

1.5.1. Functional: Col John J Samuhel, 189 MX/CC

1.5.2. Manpower: George W. Tatum III, ANG/XPME/OLTN

2. Application Instructions.

2.1. Equation: Apply the equation in Paragraph 1.3., to determine the required man-hours.

2.2. Man-Hour Availability Factor (MAF): Divide the resulting man-hours by the appropriate MAF/overload factor. The answer, rounded up, will quantify the required manpower.

2.3. Upper and Lower Extrapolation Limits:

2.3.1. $Y_U = 688.795$

2.3.2. $Y_L = 413.277$

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. The alternate work schedule of eight nine hour days, and one eight hour day is the norm. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 10-201, *Battle Staff Operation*

AFPD 23-2, *Supplies and Materiel Management*

AFI 23-201, *Fuels Management*

AFI 31-210, *Air Force Antiterrorism/Force Protection Program Standards*

AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance*,

AFI 38-201 *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Process*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP)-Quantification Tools*

Chairman, Joint Chief of Staff Manual 3150.14A, *Joint Reporting Structure Logistics*

AFMS 00AA, *Standard Indirect Description*

DoD 4140.25, *DoD Management Policy For Energy Commodities And Related Services*.

Abbreviations and Acronyms

AEL - Aeronautical Engineer Laboratory

AF - Air Force

AFMS - Air Force Manpower Standard

AFTO - Air Force Technical Order

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

DFR - Defense Fuel Region

DFSC - Defense Fuels Supply Center

DOD - Department of Defense

DESC - Defense Energy Service Center

ECAMP - Environmental Compliance Assessment Program

EDG - Engineering Design Group

EOM - End-Of-Month

EMO - Environmental Management Office

FAS - Fuels Automated Software System

FISC - Fuel Information Service Center

FP - Financial Products

FSII - Fuel System Icing Inhibitor

HAZMAT - Hazardous Material

HSV - Hydrant Servicing Vehicle

IAW - In Accordance With

IG - Inspector General

IMT - Information Management Tool

LAN - Local Area Network

LOX/LIN - Liquid Oxygen/Liquid Nitrogen

MAF - Man-Hour Availability Factor

MAJCOM - Major Command

PMEP - Management Engineering Program

PMEL - Precision Measurement Equipment Laboratory

POD - Process Oriented Description

PORTS - Paperless Ordering and Retrieval Transfer System

PPE - Personnel Protective Equipment

QC& I - Quality Control and Inspection

RA - Resource Advisor

RTB - Returned To Bulk

SORTS - Status of Resource and Training Systems

UMD - Unit Manpower Document

USAF - United States Air Force

UTA - Unit Training Assembly

VIL - Vehicle Identification Link

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center, it also includes approved variances. See AFI 38-201.

Man-Hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

PROCESS ORIENTED DESCRIPTION

Table A2.1. Listing of Functional Processes.

1.	BULK STORAGE OPERATION:
1.1.	INSPECTS SYSTEM AND PERFORMS PREVENTIVE MAINTENANCE. Performs operator inspection and maintenance. Travels through the system and performs daily, weekly, and monthly inspection on pump house facility, and completes inspection record. Completes documentation on AFTO Form 39, <i>Fuels System Inspection and Discrepancy Record</i> . Informs Fuel Information Service Center (FISC) of facility status.
1.1.1.	PERFORMS DAILY INSPECTION AND PREVENTIVE MAINTENANCE. Inspects hose, nozzle, coupler, static ground/bonding wire, pump and motor, leak, filter separator, valve, pit, outlet, tank, unloading header, pressure and flow recorder (Type III), sampling connection, product recovery system, system area, strainer, pantograph arm, pneumatic system, automatic tank gauging system, additive injector, fuel level alarm, Compressed Natural Gas Service Station and other items as required.
1.1.2.	PERFORMS WEEKLY INSPECTION AND PREVENTIVE MAINTENANCE. Inspects valves, electrical equipment, strainers, gauges, dikes, safety equipment, meters, hydrant system static pressure test, calibrates additive injection system and other items as required.
1.1.3.	PERFORMS MONTHLY INSPECTION AND PREVENTIVE MAINTENANCE. Inspects strainers, emergency switches, fill stands, warning signs, identification markings and other items as required.
1.1.4.	PERFORMS SEMI-ANNUAL INSPECTION AND PREVENTIVE MAINTENANCE. Inspects strainers, low point water drains and other items as required.
1.2.	PERFORMS PRODUCT INVENTORY:
1.2.1.	INVENTORIES BULK STORAGE TANK. Travels through out the fuel storage system for bulk storage inventory. Gauges and records fuel measurement and temperature on AF IMT 1235, <i>Physical Inventory (Fuels/Missile Propellants)</i> . Includes aviation fuel and deicing fluid products. Retrieves data from Automated Tank Gauging Systems (ITT Barton or Engineering Design Group [EDG] Systems) through Fuels Manager software.
1.2.2.	INVENTORIES GASEOUS MISSILE PROPELLANT CYLINDER. Inventories gaseous missile propellant cylinder and annotates AF IMT 1235.

1.3.	PERFORMS RECEIVING OPERATIONS:
1.3.1.	RECEIVES PIPELINE SHIPMENT OF BULK PETROLEUM PRODUCT:
1.3.1.1.	TRAVELS TO AND FROM BULK STORAGE FOR AVIATION FUEL RECEIPT.
1.3.1.2.	PREPARES FOR RECEIPT.
1.3.1.3.	GAUGES RECEIPT STORAGE TANK BEFORE AND AFTER RECEIPT. Gauges and records fuel measurement and temperature on AF IMT 1231, <i>Record of Receipt (USAF Stock Fund - Fuels Division)</i> .
1.3.1.4.	POSITIONS RECEIPT VALVE BEFORE AND AFTER RECEIPT. Opens pipeline receipt valve and receipt storage tank valve. Closes valve upon completion of receipt.
1.3.1.5.	RECEIVES PRODUCT. Examines fuel, takes sight and hydrometer reading, and monitors fuel system during receipt.
1.3.1.6.	COMPLETES RECEIPT DOCUMENT.
1.3.2.	RECEIVES TANK TRUCK SHIPMENT OF BULK PETROLEUM PRODUCT:
1.3.2.1.	TRAVELS TO AND FROM BULK STORAGE FOR AVIATION FUEL TANK TRUCK RECEIPT.
1.3.2.2.	PREPARES FOR RECEIPT.
1.3.2.3.	POSITIONS RECEIPT VALVE BEFORE AND AFTER RECEIPT. Opens storage tank receipt valve. Closes tank receipt valve upon completion of receipt.
1.3.2.4.	INSPECTS TANK TRUCK. Checks shipping document, verifies product grade. Checks fuel level and capacity markers. Performs fuel quality check.
1.3.2.5.	RECEIVES PRODUCT. Opens fuel header receipt valve, monitors fuel system and conveyance being offloaded. Stops receipt when all tank truck compartments are empty and/or when fuel header receipt valve is closed.
1.3.2.6.	COMPLETES RECEIPT DOCUMENT. Completes and signs DD Form 250, <i>Material Inspection and Receiving Report</i> , or other delivery receipt documents.
1.3.3.	RECEIVES PETROLEUM PRODUCT RETURNED TO BULK (RTB) FROM MOBILE UNIT:
1.3.3.1.	TRAVELS TO AND FROM BULK STORAGE FOR MOBILE UNIT RETURNED PRODUCT. Validate grade of product.

1.3.3.2.	POSITIONS RECEIPT VALVE BEFORE AND AFTER RECEIPT. Positions storage tank receipt valve and ensures proper ullage in the receipt tank.
1.3.3.3.	RECEIVES PRODUCT. Determines fuel flow and monitors fuel system during receipt.
1.3.3.4.	COMPLETES RETURN TO BULK DOCUMENTATION.
1.3.4.	RECEIVES PETROLEUM PRODUCT RETURNED TO BULK STORAGE FROM FUEL RECOVERY BOWSER:
1.3.4.1.	TRAVELS TO AND FROM BULK STORAGE AND RETURNED PRODUCT. Ensures proper ullage in the receipt tank.
1.3.4.2.	POSITIONS RECEIPT VALVE BEFORE AND AFTER RECEIPT. Positions storage tank receipt valve before and after receipt. Verify the grade and quality of fuel in the bowser.
1.3.4.3.	RECEIVES PRODUCT. Determines fuel flow and monitors fuel system during receipt. Engages and disengages pumping system to transfer the product. Insure appropriate test is performed for bowers.
1.3.4.4.	COMPLETES RECEIPT DOCUMENT.
1.3.5.	RECEIVES GASEOUS MISSILE PROPELLANT CYLINDER:
1.3.5.1.	TRAVELS TO AND FROM GASEOUS STORAGE.
1.3.5.2.	VERIFIES RECEIPT DOCUMENT.
1.3.6.	RECEIVES GLYCOL DELIVERY:
1.3.6.1.	TRAVELS TO AND FROM GLYCOL STORAGE FOR TANK TRUCK RECEIPT.
1.3.6.2.	POSITIONS RECEIPT VALVE BEFORE AND AFTER RECEIPT. Opens storage tank receipt valve. Closes tank receipt valve upon completion of receipt.
1.3.6.3.	INSPECTS TANK TRUCK. Checks shipping document, verifies product level and capacity marker.
1.3.6.4.	RECEIVES PRODUCT. Opens header receipt valve, monitors system, and stops receipt when all tank truck compartments are empty and/or when header receipt valve is closed.
1.3.6.5.	COMPLETES RECEIPT DOCUMENT. Completes and signs DD Form 250 or other delivery receipt documents.

1.4.	ISSUES BY FILL STAND:
1.4.1.	TRAVELS TO FILL STAND. Travels to fill stand and return for product issue.
1.4.2.	PREPARES TO ISSUE. Aids mobile unit operator in positioning refueling unit, verifies type of fuel to be issued, attaches refueling unit grounding cable, positions wheel chocks, assists vehicle operator in connecting single point nozzle to refueling unit, zeros pump meter, opens fill stand issue valve.
1.4.3.	ISSUES PRODUCT. Starts fill stand pumps and monitors fuel system and tests fuel level cutoff switch.
1.4.4.	CLOSES OUT ISSUE. Closes fill stand receiver valves, stops pumps, assists driver in removing fuel connection, removes grounding cable, performs walk around, and completes paperwork.
1.5.	TRANSFERS BULK PETROLEUM PRODUCT TO HYDRANT:
1.5.1.	TRAVELS TO AND FROM BULK STORAGE AREA FOR TRANSFER.
1.5.2.	ESTABLISHES COMMUNICATION.
1.5.3.	PREPARES FOR TRANSFER. Selects tank, checks tillage and positions valve.
1.5.4.	TRANSFERS PRODUCT.
1.5.5.	CLOSES VALVE AND COMPLETES PAPERWORK.
1.6.	COMPLETES AF IMT 1233, <i>BULK STORAGE SUMMARY REPORT DAILY</i> .
1.7.	ENTERS CONFINED SPACE. Issues permit, coordinates with outside agency, enters confined space, and accomplishes documentation.
1.8.	CONTROLS VEGETATION WITHIN FUELS COMPOUND.
1.9.	CONDUCTS TANK-TO-TANK TRANSFER. Travels to tank storage area, conducts transfer, documents action, and returns.
2.	FUELS DISTRIBUTION:
2.1.	PERFORMS FUELS VEHICLE/SPECIALIZED EQUIPMENT MAINTENANCE:
2.1.1.	TRANSPORTS VEHICLE/SPECIALIZED EQUIPMENT TO AND FROM MAINTENANCE. Drains/depuddles when required.
2.1.1.1.	PERFORMS NORMAL TRANSPORT TO/FROM MAINTENANCE.

2.1.1.2.	DRAINS/DEPUDDLES PRIOR TO TRANSPORTING TO MAINTENANCE.
2.1.2.	REVIEWS AND COORDINATES SCHEDULED MAINTENANCE. Reviews vehicle and equipment periodic maintenance schedule. Coordinates maintenance action with appropriate agency.
2.1.3.	PERFORMS VEHICLES/SPECIALIZED EQUIPMENT PREVENTIVE MAINTENANCE CHECKPOINT INSPECTION. Obtains inspection forms, travels to inspection area, performs vehicle/specialized equipment checkpoint inspection, records and corrects minor discrepancy, and advises FISC, Compliance and Environmental, and Maintenance shop of maintenance discrepancy. Accomplish daily, 180 day, annual and biannual inspection and periodic maintenance of wheeled bowzers.
2.1.4.	WASHES VEHICLE. Washes vehicle, cleans cab interior, and cleans component compartment.
2.1.5.	MAINTAINS VEHICLE OPERATOR OR MAINTENANCE GUIDE. Completes vehicle inspection form and files completed form.
2.2.	PERFORMS MOBILE TRAVEL:
2.2.1.	TRAVELS FROM FISC TO SERVICING LOCATION TO PERFORM REFUEL.
2.2.2.	TRAVELS AFTER REFUEL:
2.2.2.1.	TRAVELS TO NEXT SERVICING LOCATION TO PERFORM REFUEL.
2.2.2.2.	TRAVELS BACK TO FISC.
2.2.2.3.	TRAVELS TO REFILL POINT:
2.2.2.3.1.	TRAVELS TO HYDRANT FILL STAND FOR REFILL.
2.2.2.3.2.	TRAVELS TO BULK STORAGE FOR REFILL.
2.2.3.	TRAVELS AFTER REFILL:
2.2.3.1.	TRAVELS FROM HYDRANT FILL STAND:
2.2.3.1.1.	TRAVELS TO NEXT SERVICING LOCATION. Upon completion of refill, travels to next servicing location as directed by the FISC.
2.2.3.1.2.	TRAVELS TO FISC.
2.2.3.2.	TRAVELS FROM BULK STORAGE:

2.2.3.2.1.	TRAVELS TO NEXT SERVICING LOCATION. Upon completion of refill, travels to the next servicing location as directed by the FISC.
2.2.3.2.2.	TRAVELS TO FISC.
2.2.4.	TRAVELS FROM FISC TO SERVICING LOCATION TO PERFORM DEFUEL. Travels to servicing location.
2.2.5.	TRAVELS AFTER DEFUEL:
2.2.5.1.	TRAVELS BACK TO FISC.
2.2.5.2.	TRAVELS TO BULK STORAGE TO RETURN PRODUCT TO BULK.
2.2.6.	TRAVELS TO FISC AFTER RETURNING PRODUCT TO BULK.
2.3.	ISSUES FUEL BY MOBILE REFUELER:
2.3.1.	PREPARES FOR FUELING OPERATION. Positions refueling unit, positions wheel chocks, attaches refueling unit grounding cable, verifies type of fuel to be issued, unreels vehicle hose, zeros pump meter, and performs duties per the applicable checklist for the fueler being used.
2.3.2.	PERFORMS FUELING OPERATION:
2.3.2.1.	PERFORMS FUELING OPERATION, 1 - 400 GALLONS.
2.3.2.2.	PERFORMS FUELING OPERATION, 401 - 1800 GALLONS.
2.3.2.3.	PERFORMS FUELING OPERATION, 1801 - 2700 GALLONS.
2.3.2.4.	PERFORMS FUELING OPERATION, 2701 - 3500 GALLONS.
2.3.2.5.	PERFORMS FUELING OPERATION, MORE THAN 3500 GALLONS.
2.3.3.	COMPLETES SERVICING OPERATION. Completes fuel accounting document and prepares fueler for departure. Contacts FISC with information and additional dispatch instructions.
2.3.4.	REFILLS TRUCK:
2.3.4.1.	AWAITS SERVICING.
2.3.4.2.	REFILLS TRUCK FROM HYDRANT FILL STAND. Refills truck, completes accounting document, monitors fueling equipment, and contacts FISC.

2.3.4.3.	REFILLS TRUCK FROM BULK STORAGE. Validates product grade, performs high level shut-off test, refills truck, completes accounting document, monitors fueling equipment, performs vehicle walk around and contacts the FISC.
2.4.	PERFORMS DEFUEL:
2.4.1.	PREPARES FOR DEFUELING OPERATION. Positions unit, positions wheel chocks, attaches unit grounding cable, verifies type of fuel to be defueled, unreels vehicle hose, zeros pump meter, and performs duties per the applicable checklist for the unit being used.
2.4.2.	PERFORMS DEFUELING OPERATION:
2.4.2.1.	PERFORMS DEFUELING OPERATION, 1 - 400 GALLONS.
2.4.2.2.	PERFORMS DEFUELING OPERATION, 401 - 1800 GALLONS.
2.4.2.3.	PERFORMS DEFUELING OPERATION, 1801 - 2700 GALLONS.
2.4.2.4.	PERFORMS DEFUELING OPERATION, 2701 - 3500 GALLONS.
2.4.2.5.	PERFORMS DEFUELING OPERATION, MORE THAN 3500 GALLONS.
2.4.3.	COMPLETES SERVICING OPERATION. Completes fuel accounting documents and prepares unit for departure. Contacts FISC with information and additional dispatch instructions.
2.5.	PERFORMS TRUCK TO TRUCK TRANSFER.
2.6.	PERFORMS HYDRANT FLIGHTLINE OPERATION:
2.6.1.	PREPARES FOR FUELING OPERATION. Positions hydrant servicing vehicle (HSV), positions wheel chocks, attaches HSV grounding cable, verifies type of fuel to be issued, unreels vehicle hoses, zeros pump meter, and performs duties per the applicable checklist for the HSV being used.
2.6.2.	PERFORMS FUELING OPERATION:
2.6.2.1.	PERFORMS FUELING OPERATION, 1 - 6,000 GALLONS.
2.6.2.2.	PERFORMS FUELING OPERATION, 6,001 - 16,000 GALLONS.
2.6.2.3.	PERFORMS FUELING OPERATION GREATER THAN 16,000 GALLONS.
2.6.3.	COMPLETES SERVICING OPERATION. Completes accounting document and prepares equipment for departure. Contacts FISC with information and for additional dispatch instructions.

2.7.	DEFUELS UTILIZING FLIGHTLINE HYDRANT SYSTEM:
2.7.1.	PREPARES FOR DEFUELING OPERATION. Positions unit, positions wheel chocks, attaches unit grounding cable, verifies type of fuel to be defueled, unreels vehicle hose, zeros pump meter, and performs duties per the applicable checklist for the unit being used.
2.7.2.	PERFORMS DEFUELING OPERATION:
2.7.2.1.	PERFORMS REFUELING OPERATION, 1 - 6000 GALLONS.
2.7.2.2.	PERFORMS DEFUELING OPERATION, 6001 - 16000 GALLONS.
2.7.2.3.	PERFORMS DEFUELING OPERATION, GREATER THAN 16000 GALLONS.
2.7.3.	COMPLETES SERVICING OPERATION. Completes accounting documents and prepares equipment for departure. Contacts FISC with information and additional dispatch instructions.
2.8.	PERFORMS HYDRANT PUMP HOUSE OPERATION:
2.8.1.	PERFORMS AIRCRAFT SINGLE SOURCE PUMP HOUSE OPERATION:
2.8.1.1.	SELECTS TANK AND POSITIONS VALVE FOR REFUEL/DEFUEL.
2.8.1.2.	MONITORS FUEL SYSTEM DURING REFUEL/DEFUEL.
2.8.1.3.	REPOSITIONS VALVE AND PUMP CONTROL UPON COMPLETION.
2.8.2.	PERFORMS OPERATOR INSPECTION AND MAINTENANCE. Travels through the system and performs daily, weekly, and monthly inspection on pump house facility, and completes inspection record. Completes documentation on AFTO Form 39. Informs FISC of facility status.
2.8.2.1.	PERFORMS DAILY INSPECTION AND MAINTENANCE.
2.8.2.2.	PERFORMS WEEKLY INSPECTION AND MAINTENANCE.
2.8.2.3.	PERFORMS MONTHLY INSPECTION AND MAINTENANCE.
2.8.2.4.	PERFORMS SEMI-ANNUAL INSPECTIONS.
2.8.3.	PERFORMS PRODUCT INVENTORY:
2.8.3.1.	TRAVELS FOR PRODUCT INVENTORY.
2.8.3.2.	INVENTORIES HYDRANT STORAGE TANKS.

2.8.4.	PERFORMS RECEIVING OPERATIONS:
2.8.4.1.	TRAVELS TO AND FROM HYDRANT SYSTEM FOR FUEL RECEIPT.
2.8.4.2.	GAUGE HYDRANT STORAGE TANKS BEFORE AND AFTER RECEIPT.
2.8.4.3.	POSITIONS RECEIPT VALVES BEFORE AND AFTER RECEIPT.
2.8.4.4.	RECEIVES PRODUCT.
2.8.4.5.	COMPLETES RECEIPT DOCUMENT.
2.8.5.	DRAINS HYDRANT SYSTEM PIPELINE LOW POINT. Assembles equipment, travels to and from drain point, flushes piping into container, empties container, and stores equipment.
2.8.6.	FLUSHES HYDRANT SYSTEM. Coordinates with Quality Control and Inspection (QC& I), sets up pump house, and flushes hydrant system after major maintenance, initial service or from being idle 30 days.
3.	FUELS INFORMATION SERVICE CENTER (FISC):
3.1.	RECEIVES SERVICE REQUEST. Receives request from Job Control and other authorized agency; annotates Fuels Automated Software System (FAS).
3.2.	DISPATCHES FUELS OPERATOR. Checks FAS and determines vehicle/equipment availability; ensures operator qualification; alerts fuel operator; obtains and issues clipboard, portable radio, and operator checklist; and dispatches operator to service point or bulk storage.
3.3.	RECEIVES AND RECORDS INFORMATION. Monitors operation by communicating with operator, updates FAS, and monitors all product movement.
3.4.	RECEIVES AND FILES FUEL CLIPBOARD. Receives and stores fuel clipboard, portable radio, and checklist; compares issue/defuel transaction document with Fuels Log and makes necessary correction.
3.5.	COORDINATES OPERATOR ASSISTANCE REQUEST. Receives and coordinates operator assistance request with Base Support Agencies and Fuels Management personnel. Maintains contact with operator to ensure coordinated request has been complied with resolves flight line crew delays. Resolves vehicle and equipment maintenance failures. Resolves personnel requirement and other problems that develop during the fueling operation.
3.6.	COORDINATES SPECIAL/PRIORITY REQUEST. Receives and coordinates special fuel request prior to aircraft arrival on base.

3.7.	MAINTAINS RECORD OF SPECIFIC DATA. Maintains record of specific event within the FAS system for the Fuels Log and informs affected personnel.
3.8.	MAINTAINS FUELS INFORMATION SYSTEM STATUS BOARDS AND PERSONNEL QUALIFICATION ROSTER. Receives and annotates data change, informs affected personnel, and briefs incoming shift supervisor.
3.9.	PREPARES AIRCRAFT FUELING IDENTAPLATE AND VEHICLE IDENTIFICATION LINK (VIL). Receives aircraft maintenance log, embosses data on blank aircraft fueling identaplate, and coordinates and issues card to authorized customer. Receives requests for VIL from various authorized sources and encodes the VIL for each vehicle and piece of equipment needing fuel from the Automated Fuels Service Station. Maintains an active VIL listing. Records VIL issued to Vehicle Control Officer. Lock out lost and stolen VIL.
3.10.	MAINTAINS AND CONTROLS FUELS MANAGEMENT FACILITY AND EQUIPMENT KEY. Issues, receives, stores, inventories, replaces and controls Fuels Management facility, equipment and vehicle keys.
3.11.	MAINTAINS ROSTERS. Maintains and verifies vehicle roster, organization tank roster, custodian roster, equipment authorized to use JP-8 roster, and cash sales roster.
3.12.	MAINTAINS AND CONTROLS EQUIPMENT AND CHECKLIST. Inventories and checks condition of radios and chargers. Ensures clipboard, checklist, and local operational procedures are current.
3.13.	PERFORMS ACCOUNTING FUNCTION:
3.13.1.	MANAGES GROUND FUEL:
3.13.1.1.	DOWNLOADS FUEL MASTER TRANSACTION LOG.
3.13.1.2.	CLOSES-OUT GROUND FUEL LOG IN FAS.
3.13.2.	CLOSES-OUT AVIATION FUEL LOG IN FAS.
3.13.3.	AUDITS ISSUE DOCUMENT:
3.13.3.1.	AUDITS AF IMT 1233. Receives AF IMT 1233 from Bulk Storage for each grade of bulk fuel handled, reviews for accuracy, checks beginning and ending meter readings on AF IMT 1233 against previous day meter readings and FAS input.
3.13.3.2.	AUDITS AF 1994, <i>FUELS ISSUE/DEFUEL DOCUMENT (DoD)</i> ; AF 1995, <i>FUELS ISSUE/DEFUEL DOCUMENT (NON-DoD)</i> ; OR EQUIVALENT LOCALLY APPROVED FORM. Removes and verifies AF 1994, AF 1995, or locally approved form; records total number of transactions accomplished; tabulates net total of issues, defuels, gains, losses, and fuel handled by meter; and audits totals accumulated with the FAS.

3.13.3.3.	AUDITS DD FORM 1348-1, <i>DoD SINGLE LINE (ITEM RELEASE/RECEIPT DOCUMENT (FOR CRYOGENICS ISSUE ONLY))</i> . Prepares form or receives form from Cryogenics Storage and annotates issue quantities to AF IMT 1237, <i>Inventory (Fuels/Missiles Propellants)</i> .
3.13.3.4.	AUDITS AF IMT 791, <i>AERIAL TANKER IN-FLIGHT ISSUE LOG</i> . Receives form from issuing activity, reviews and researches issue data, and prepares computer input documents. Returns incomplete documents to the Wing Refueling Document Control Officer.
3.13.3.5.	RECONCILES NON-DOD SALES REPORT. Download Non-DoD Sales Report from Purple Hub. Audit and attach supporting documentation and mail to Defense Energy Service Center (DESC).
3.13.3.6.	PROCESS OFF-STATION GROUND FUEL PURCHASES THROUGH FAS.
3.13.4.	AUDITS RECEIPT DOCUMENT:
3.13.4.1.	AUDITS DEFENSE FUELS SUPPLY CENTER (DFSC) FORM 21.1, <i>SOURCE IDENTIFICATION AND ORDERING AUTHORIZATION (SIOATH)</i> , OR EQUIVALENT. Receives form from Defense Fuel Region (DFR), reviews for accuracy, and makes corrections as necessary. Manually prepares DD Form 1886, <i>SIOATH Control Record</i> , as required.
3.13.4.2.	AUDITS AF IMT 1231, DD FORM 250, AND COMMERCIAL DELIVERY TICKET. Receives forms from Bulk Storage; verifies AF IMT 1231 against the commercial delivery, tickets: reviews form for proper entries; annotates the data into FAS. Receives DD Form 250 and audits against the AF IMT 1231. Separates, files and forward's copy of the DD Form 250 and the commercial delivery ticket to the proper organization. Enters receipt data into FAS.
3.13.4.3.	AUDITS DD FORM 250. Receives DD Form 250 and/or supplier delivery ticket from Cryogenic Storage, reviews form for accuracy, and posts receipt quantity to AF IMT 1237.
3.13.4.4.	AUDITS AF IMT 855, <i>RECORD OF RECEIPTS (OF MISSILE PROPELLANTS)</i> . Receives form with shipping documents from Propellant Storage, and checks to ensure that amount received agrees with amount shipped by contractor.
3.13.4.5.	MONITORS CYLINDER INVENTORY, REQUESTS WAIVER, AND RETURNS EMPTY CYLINDER.
3.13.4.6.	AUDITS TRANSFER DOCUMENT. Prepares DD Form 1348-7, <i>DoD Single Line Item Release Receipt</i> . Manually prepares DD Form 1348-7 for bulk transfer from Financial Products (FP) account of ground and aviation fuels, researches and clears update reject, and separates and disseminates form to appropriate action. Enters transfer data into FAS.

3.13.5.	AUDITS INVENTORY DOCUMENT:
3.13.5.1.	AUDITS AF IMT 1235 OR EQUIVALENT ELECTRONIC FILE. Receives AF IMT 1235, or equivalent file, for each type of fuel product, checks for accuracy, computes totals, and checks Fuel-Strapping chart for conversion. Enters inventory into FAS.
3.13.5.2.	PREPARES/MAINTAINS FAS WITH INVENTORY (FUELS / CRYOGENICS / MISSILE PROPELLANTS) DATA. Manually inputs data into FAS. Audits the computation of all issues and receipts; computes book inventory and physical inventory within FAS; audits the gain/loss difference between the book and physical inventory and determines if a variance adjustment is necessary. Notifies the proper authority if variance adjustment exceeds local limit.
3.13.6.	PROCESSES TRANSACTIONS THROUGH FAS AND PURPLE HUB. Retrieve and clear rejects. Reconcile Purple Hub ledgers to FAS ledgers. Research and resolve challenged transactions.
3.13.7.	COORDINATES FOR RE-SUPPLY OF FUEL WITH SUPPLIER. Coordinates via telephone with supplier, and Fuel storage. Establishes requisition through Paperless Ordering and Retrieval Transfer System (PORTS) and FAS. Confirms the quantity to be received, dates of projected receipts and resolves discrepancy.
3.13.8.	COORDINATES WITH APPROPRIATE AGENCY. Coordinates with Defense Energy Office, Defense Energy Support Center, and/or Major Command (MAJCOM) headquarters to resolve resupply difficulties.
3.13.9.	PREPARES FORMS REQUIRED TO PURCHASE SUPPLIES, SERVICES, OR EQUIPMENT USED FOR DIRECT WORK. Prepares form, coordinates with procurement office, forwards copy as required, and maintains receipt due-in file. Uses International Merchant Purchase Authorization Card for purchasing supplies, services and equipment in direct support of AFD 23-2, <i>Supplies and Materiel Management</i> . This includes the Resource Advisor duties for the fuels account.
3.13.10.	PERFORMS END-OF-MONTH (EOM) RECONCILIATION. Reconciles ledger from Purple Hub to FAS. Processes EOM physical inventory and determinable gain/loss data.
3.13.11.	PROVIDES COMPUTER REPORT TO LOCAL RESOURCE ADVISORS. Queries FAS and provides audit documents to RA and Wing Refueling Document Control Officer.
3.13.12.	FILES ACCOUNTING DOCUMENT. Manages accounting document by preparing, stamping, and annotating folder. Retrieves file as required.
3.14.	PERFORMS FUELS QUALITY CONTROL TESTING:

3.14.1.	TRAVELS TO AND FROM SAMPLE DRAWING LOCATION.
3.14.2.	DRAWS SAMPLE. Gathers required equipment; draws sample for fuels test from bulk storage, mobile distribution, hydrant distribution, aircraft sump, fuel browser, support equipment, organizational tank, and cryogenics storage; and puts away equipment.
3.14.2.1.	DRAWS SAMPLE USING IN-LINE SAMPLER
3.14.2.2.	DRAWS SAMPLE USING WEIGHTED BOTTLE METHOD.
3.14.2.3.	DRAWS SAMPLE USING BACON BOMB.
3.14.2.4.	DRAWS SAMPLE USING DRUM THIEF.
3.14.2.5.	DRAWS SAMPLE USING CRYOGENICS SAMPLER.
3.14.3.	SHIPS SAMPLE TO AREA LABORATORY. Prepares sample and container for shipment; records sample information: inspects sample for proper amount of product, appropriate container, and cleanliness of container; prepares required form and paperwork and attaches to sample; forwards sample to transportation: records laboratory test result; files report when received from laboratory; and resample when required.
3.14.4.	PERFORMS FUELS TEST. Gathers required equipment laboratory, performs fuel test in accordance with applicable technical publication, and records result in the FAS computer system.
3.14.4.1.	PERFORMS BOTTLE METHOD TEST.
3.14.4.2.	PERFORMS COLOR AND PARTICLE ASSESSMENT TEST.
3.14.4.3.	PERFORMS MATCHED WEIGHT PARTICLE ASSESSMENT TEST.
3.14.4.4.	PERFORMS FUEL SYSTEM ICING INHIBITOR (FSII) TEST.
3.14.4.5.	PERFORMS FUELS SOLIDS DETERMINATION TEST. (The ground fuel tanks are annual and the diesel receipt is monthly.)
3.14.4.6.	PERFORMS CONDUCTIVITY ADDITIVE TEST.
3.14.4.7.	PERFORMS SPECIFIC GRAVITY TEST.
3.14.4.8.	PERFORMS VISUAL INSPECTION TEST (COLOR/WATER/SEDIMENT).
3.14.4.9.	PERFORMS FREE WATER DETERMINATION TEST (USING AERONAUTICAL ENGINEER LABORATORY [AEL]).

3.14.4.10.	PERFORMS MICROSCOPIC ANALYSIS.
3.14.4.11.	PERFORMS FIBER TEST.
3.14.4.12.	PERFORMS CLOUDPOINT ANALYSIS.
3.14.4.13.	PERFORMS FUEL FLASHPOINT TEST.
3.14.4.14.	PERFORMS AIRCRAFT SUMP SAMPLE TEST.
3.14.4.15.	PERFORMS LIQUID OXYGEN ODOR TEST.
3.14.4.16.	PERFORMS FREEZING POINT/REFRACTIVE INDEX TEST.
3.14.4.17.	SOAKS, FLUSHES AND SAMPLES NEW HOSE INSTALLED ON FACILITY, VEHICLES, OR EQUIPMENT.
3.14.5.	PERFORMS LABORATORY SET-UP. Cleans and maintains sampling equipment in accordance with applicable technical publication. Performs electrical continuity testing of electrostatic ground wire connections or other test; calibrates inventory equipment; and makes minor adjustment. Ensures proper laboratory room and water temperature is maintained. Documents inspection/testing as required. Replenish propane as needed.
3.14.6.	DISPOSES OF TESTED FUEL AND CHEMICAL. Empties tested fuel and chemical into active storage or appropriate container upon completion of test.
3.14.7.	COMPLETES STANDARD FORM 368, <i>PRODUCT QUALITY DEFICIENCY REPORT</i> . Documents sample failure and reports to Air Force Petroleum Office. Performs corrective action as required.
3.14.8.	MAINTAINS CRASHED AIRCRAFT SAMPLING KIT. Inventories, inspects, and replenishes the kit after each use.
3.14.9.	MAINTAINS CAUTION TAG PROGRAM. Identifies safety hazard, prepares caution tag and attaches to equipment or facility removed from service. Annotates computer program, annotates caution tag log, notifies Fuels Management Office, Resource Control Center, and Wing Safety of tagged equipment or facility, inspects and removes caution tag upon notification that system is ready for return to service, and closes out log.
3.14.10.	PREPARES AND TRANSPORTS EQUIPMENT TO AND FROM PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) FOR CALIBRATION AND REINSTALLS.
4.	FUELS MANAGEMENT:

4.1.	PREPARES AND MAINTAINS FORMAL CORRESPONDENCE. Ensures proper distribution of correspondence, report, publication and form.
4.1.1.	MAINTAINS DOCUMENT CONTROL FILE.
4.1.2.	FORWARDS FILES TO STAGING AREA. Prepares file and forwards to staging area. Retrieves file as required.
4.2.	PREPARES MONTHLY AND YEARLY REPORT REQUIRED FOR PRODUCT ISSUE. Researches historical document and obtains forecasted requirement. Prepares form, electronic mail or other reporting format and forwards to DESC, DFR, or ANG/LGSF as required. Researches, reviews, and prepares report as required by AFI 23-201, <i>Fuels Management</i> ; Chairman, Joint Chief of Staff Manual 3150.14A, <i>Joint Reporting Structure Logistics</i> ; AFI 10-201, <i>Battle Staff Operation</i> ; and DoD 4140.25, <i>DoD Management Policy For Energy Commodities And Related Services</i> .
4.2.1.	PREPARES THE STATUS OF RESOURCE AND TRAINING SYSTEMS (SORTS) (M) REPORT.
4.2.2.	PREPARES RCS: HAF-LGS (AR) 7108 REPORT. <i>Petroleum Damage/Deficiency report.</i>
4.2.3.	PREPARES AND TRANSMITS THE 1884, <i>BULK PETROLEUM TERMINAL MESSAGE (W) REPORT.</i>
4.2.4.	PREPARES AND TRANSMITS THE MONTHLY FORECAST FOR AVFUEL.
4.2.5.	PREPARES AND TRANSMITS REFUELER VALIDATION.
4.2.6.	PREPARES AF IMT 858, <i>FORECAST OF MISSILE PROPELLANTS AND PRESSURANTS REQUIREMENTS.</i>
4.2.7.	PREPARES AND TRANSMITS THE REQUIREMENT FOR BULK PURCHASE (AVIATION FUEL) PROGRAM.
4.2.8.	PREPARES THE GROUND FUELS, DESC PURCHASE PROGRAM.
4.2.9.	COORDINATES/UPDATES THE 506 REPORT WITH DEFENSE ENERGY SUPPORT CENTER.
4.3.	IMPLEMENTS AND MAINTAINS COMPUTER SYSTEMS/NETWORK EQUIPMENT:
4.3.1.	ENSURES THE FAS SYSTEM IS AVAILABLE AND USED. Performs daily backup of the computer data. Manages the domain as the Domain Administrator. Ensures all users accomplish Security Awareness Training Education yearly.

4.3.2.	COORDINATES WITH THE LOCAL AREA NETWORK (LAN) ADMINISTRATOR. Coordinates with the LAN Administrator to insure proper access is acquired and maintained by FAS systems and users.
4.3.3.	TROUBLESHOOTS AUTOMATED DATA PROCESSING EQUIPMENT. Ensures network connectivity, software application, computer equipment and peripherals are serviceable. Coordinates with the appropriate help desk for fix.
4.4.	PERFORMS PUBLICATIONS, DIRECTIVES AND TECHNICAL ORDERS MAINTENANCE.
4.5.	ESTABLISHES AND MONITORS THE LOCKOUT/TAGOUT PROGRAM. Obtains risk assessment code from safety, perform physical lock out, enters data in control log.
4.6.	PERFORMS TRAVEL:
4.6.1.	PERFORMS TRAVEL TO AND FROM BASE SUPPLY. Travels to deliver/pickup automated report, miscellaneous item, or DD Form 1348-1.
4.6.2.	PERFORMS TRAVEL TO AND FROM ACCOUNTING AND FINANCE OFFICE. Travels to deliver AF 1995 and AF IMT 9, <i>Requests For Purchase</i> .
4.6.3.	PERFORMS TRAVEL TO AND FROM BASE CONTRACTING OFFICE. Travels to deliver local purchase requisition, as required.
4.7.	MAINTAINS CONTROL OF HAZARDOUS MATERIAL. Works with the assigned points of contact to identify the need of request, inventory and restock items maintained by the HAZMAT Pharmacy. Maintains satellite accumulation point for hazardous waste products.
4.8.	MAINTAINS THE PERSONAL PROTECTION EQUIPMENT PROGRAM. Identifies the need to provide Personnel Equipment (PPE), orders the equipment, identifies the personnel required to use the equipment, trains personnel in the proper use of the equipment, issues the equipment and monitors for proper use.
4.9.	PREPARES PLANS. Develops and maintains Fuels Support Plan. Maintains the Fuels Facility Plan, Fuels Laboratory Chemical Hygiene Plan, Storm Water Pollution Prevention Plan and Oil and Hazardous Material Spill Prevention and Response Plan. Reviews the War and Mobilization Plan.
4.10.	PERFORMS 180-DAY INTERNAL INSPECTION OF THE COMPLIANCE AND EVALUATION ELEMENT. Includes research, preparation, travel, documentation, filing and follow-up.

4.11.	COORDINATES WITH THE BASE ENVIRONMENTAL OFFICE. Coordinates with the base environmental office to identify and determine annual recurring environmental expense. Completes Tier Two reporting.
4.12.	INSPECTS PERMANENTLY INSTALLED SHOWER/EYEWASH UNITS MONTHLY/SEMIANNUALLY. Completes documentation on AFTO Form 39 and/or computer generated log, tag or label.
4.12.1.	ACTIVATES EMERGENCY SHOWER/EYEWASH UNIT TO VERIFY PROPER OPERATION. Tests water pressure and volume. Ensures orifice is free from rust, scale or obstruction.
4.12.2.	PERFORM INSPECTION AND MAINTENANCE PERTAINING TO EMERGENCY SHOWER/EYEWASH UNITS IN THE LABORATORY. Checks shower head height, spray patten diameter, enclosure, actuating device, height of hand pull device, plumbing connection, valve, and ensures that water stream rises between 612 inches from nozzle. Check protective cover for damage.
4.13.	MAINTAINS MOBILITY SUPPORT KIT REQUIREMENTS AS REQUIRED BY MOST CURRENT LOGFOR FOR WING MATERIAL LIST REPORT.
4.14.	INITIATES ANTITERRORISM/FORCE PROTECTION TASKS. Complies with AFI 31-210, <i>Air Force Antiterrorism/Force Protection Program Standards</i> , or local OPLAN/directives.
4.15.	ENSURES FUEL AND CRYOGENIC WORKING AREA IS FREE OF SNOW AND ACCESSIBLE SAFELY BY WORKER AND CUSTOMER.
5.	COMPLIANCE AND ENVIRONMENTAL:
5.1.	PERFORMS COMPLIANCE INSPECTIONS. Prepares for inspection by reviewing responsibility, current project, and programs. Reviews previous inspection report of the section to be inspected, IG report, and staff assistance visit report. Gathers required equipment, inspects facility, equipment, organizational tank, and management procedure for safety, efficiency, and compliance with directive. Evaluates personnel performance. Puts away equipment, briefs supervisor, prepares and routes inspection report, establishes suspense, and files inspection record and report.
5.1.1.	PERFORMS 180-DAY INTERNAL INSPECTION ON ALL ELEMENTS WITHIN FUELS MANAGEMENT EXCEPT ITS OWN. Includes research, preparation, travel, documentation and filing.
5.1.2.	PERFORM NO-NOTICE SPOT CHECK. Includes research, preparation, travel, documentation and filing.

5.1.3.	PERFORMS SPECIAL SUBJECT INSPECTION. Includes research, preparation, travel, documentation and filing.
5.1.4.	PERFORM FOLLOW-ON INSPECTION AFTER DISCREPANCIES ARE CLEARED. Includes research, preparation, travel, documentation and filing.
5.1.5.	PROVIDES TECHNICAL ASSISTANCE. Briefs and provides technical assistance to supporting customers.
5.2.	SPILL PREVENTION AND CONTAINMENT:
5.2.1.	VERIFY ALL FUEL TANKS EQUIPPED WITH HIGH-LEVEL ALARM AND/OR AUTOMATIC HIGH-LEVEL SHUT-OFF VALVES ARE OPERATIONAL.
5.2.2.	ASSISTS BASE ENVIRONMENTAL MANAGER. Along with the base environmental manager, sample and properly dispose of fuel tank dike drainage, tank bottom water, and residual petroleum or hazardous chemical that have leached out of the petroleum products. Prepares for and participates in Environmental Compliance Assessment Program (ECAMP) inspections by ANG / STATE / Base EMO agencies.
5.2.3.	DEVELOPS, MAINTAINS, AND UPDATES LOCAL PROCEDURE FOR PROPER OPERATION, INSPECTION, AND MAINTENANCE OF OIL/WATER SEPARATOR.
5.2.4.	DEVELOPS, MAINTAINS, AND UPDATES LOCAL OPERATING PROCEDURE FOR COLLECTION, SEGREGATION, STORAGE, AND DISPOSITION OF WASTE AND REUSABLE PETROLEUM PRODUCT.
5.2.5.	NOTIFIES THE BASE ENVIRONMENTAL MANAGER OF CHANGES IN FUELS OPERATIONS THAT REQUIRE AN AMENDMENT TO THE HAZMAT PLAN.
5.2.6.	ENSURES ADEQUATE SPILL PREVENTION AND CLEAN-UP MATERIALS ARE READILY AVAILABLE. Reorders materials as necessary.
5.3.	PERFORMS LEAK DETECTION:
5.3.1.	ASSISTS THE BASE ENVIRONMENTAL MANAGER. Develop, maintain, and update local operating procedure for leak detection. Conducts leak detection inspections.
5.3.2.	ASSURES THAT ALL CHEMICALS AND ADDITIVES INJECTED INTO UNITED STATES AIR FORCE (USAF) FUELS ARE APPROVED.
5.3.3.	MONITORS THE INOCULATION OF CHEMICAL IN STORAGE TANK.

5.3.4.	MAINTAINS INOCULATION RECORD.
6.	CRYOGENIC FLUID SUPPORT:
6.1.	ENSURES FACILITY AND EQUIPMENT NEEDED FOR MISSION SUPPORT ARE AVAILABLE:
6.1.1.	TRAVELS TO AND FROM LOXILIN STORAGE AREA TO PERFORM INSPECTION AND CORRECT DISCREPANCY.
6.1.2.	PERFORMS DAILY INSPECTION. Reviews technical order form, inspects tank for serviceability, inspects LOX/LIN site, corrects discrepancy, and completes paperwork.
6.1.3.	PERFORMS PERIODIC INSPECTION (180 DAYS). Obtains needed tool, performs LOX/LIN storage area inspection in accordance with (IAW) work card, and completes paperwork.
6.1.4.	PERFORMS SPECIAL INSPECTION (360 DAYS). Obtains tool and support equipment, initiates safety procedure, performs Liquid Oxygen/Liquid Nitrogen (LOX/LIN) storage area inspection, purges tank IAW applicable technical order and work card, corrects discrepancy, completes paperwork, and stows equipment.
6.2.	INSPECTS AND MAINTAINS LOXILIN TANK MAINTENANCE SUPPORT EQUIPMENT:
6.2.1.	OBTAINS TOOL AND TRAVELS TO SUPPORT EQUIPMENT STORAGE AREA.
6.2.2.	INSPECTS AND PERFORMS PREVENTIVE MAINTENANCE PRIOR TO USE AND DURING OPERATION.
6.2.3.	REMOVES GAUGE; TRANSPORTS TO PRECISION MEASUREMENT EQUIPMENT LABORATORY (PMEL) FOR CALIBRATION; AND REINSTALLS. Check and conduct certified oxygen cleaned process by appropriate technical order.
6.2.4.	COMPLETES PAPERWORK.
6.3.	PERFORMS NONRECURRING MAINTENANCE. Obtains tool, travels to LOX/LIN area, troubleshoots, researches part number, obtains part, repairs or replaces part, performs functional check, performs corrosion control, and completes paperwork.
6.4.	PERFORMS DAILY INVENTORY OF CRYOGENIC PRODUCT. Travels to and from cryogenic storage area, determines quantity gauge reading, prepares inventory sheet, and provides inventory status to the FISC.

6.5.	ORDERS CRYOGENIC PRODUCTS. Determines minimum levels of product needed to maintain mission support and War Ready Reserve. Determines funds are available to support quantity being ordered. Uses the Standard Base Supply System to input request for product in the quantity needed.
6.6.	RECEIVES CRYOGENIC PRODUCT. Connects hose, opens tank fill valve, receives product, monitors quantity gauge, closes tank valve, documents receipt, and product loss paperwork.
6.6.1.	TRAVELS TO AND FROM CRYOGENIC STORAGE AREA FOR RECEIPT.
6.6.2.	RECEIVES LOX.
6.6.3.	RECEIVES LIN.
6.7.	ISSUES CRYOGENIC PRODUCT. Obtains storage tank maintenance form and PPE, receives cart and/or ground servicing unit maintenance form, grounds cart as required, connects hose, opens tank and cart valve, issues product, monitors quantity gauge, closes valve, performs task, and completes paperwork.
6.7.1.	TRAVELS TO AND FROM CRYOGENICS STORAGE AREA FOR ISSUE.
6.7.2.	ISSUES TO LOX SERVICING CART.
6.7.3.	ISSUES TO LIN SERVICING CART/VEHICLE.
6.7.4.	TRANSFERS CRYOGENIC PRODUCT. Transfers LOX or LIN from one tank to another for inspection.
7.	SERVICE STATION OPERATIONS AND MAINTENANCE:
7.1.	INSPECTS SYSTEM AND PERFORMS PREVENTIVE MAINTENANCE:
7.1.1.	PERFORMS OPERATOR INSPECTION AND MAINTENANCE. Travels through the system and performs daily, weekly, and monthly inspection on pump house facility, and completes inspection record. Completes documentation on AFTO Form 39. Informs FISC of facility status.
7.1.2.	PERFORMS DAILY INSPECTION AND PREVENTIVE MAINTENANCE. Inspects hose, nozzle, coupler, static ground/bonding wire, pump and motor, leak, filter separator, valve, pit, outlet, tank, unloading header, sampling connection, product recovery system, system area, strainer, pneumatic system, automatic tank gauging system, fuel level alarm, Compressed Natural Gas Service Station and other items as required.

7.1.3.	PERFORMS WEEKLY INSPECTION AND PREVENTIVE MAINTENANCE. Inspects valves, electrical equipment, strainers, gauges, dikes, safety equipment, meters and other item as required.
7.1.4.	PERFORMS MONTHLY INSPECTION AND PREVENTIVE MAINTENANCE. Inspects strainer, emergency switch, fill stand, warning sign, identification marking and other item as required.
7.1.5.	PERFORMS SEMI-ANNUAL INSPECTION AND PREVENTIVE MAINTENANCE. Inspects strainer, low point water drain and other item as required. Complete the Automated Fuels Service Center (AFSS) Pulsar Count Test.
7.2.	PERFORMS PRODUCT INVENTORY:
7.2.1.	TRAVELS FOR PRODUCT INVENTORY. Travels through fuel storage system for service station inventory. Travels for the purpose of gauging bulk storage tanks.
7.2.2.	INVENTORIES BULK STORAGE TANK. Gauges and records fuel measurement and temperature. Retrieves data from Automated Tank Gauging Systems (EDG Systems) through Fuels Manager software.
7.3.	RECEIVING OPERATIONS. Receives tank wagon/truck shipment of bulk petroleum product.
7.3.1.	TRAVELS TO AND FROM BULK STORAGE FOR GROUND FUEL RECEIPT.
7.3.2.	PREPARES FOR RECEIPT.
7.3.3.	POSITIONS RECEIPT VALVE BEFORE AND AFTER RECEIPT. Opens storage tank receipt valve. Closes tank receipt valve upon completion of receipt.
7.3.4.	INSPECTS TRUCK. Checks shipping document, verifies fuel level and capacity marker, and performs fuel quality check.
7.3.5.	RECEIVES PRODUCT. Opens fuel header receipt valve, monitors fuel system, and stops receipt when all tank truck compartments are empty and/or when fuel header receipt valve is closed.
7.3.6.	COMPLETES RECEIPT DOCUMENT. Completes and signs DD Form 250 and other delivery receipt document.
7.4.	PERFORMS MANUAL ISSUE:
7.4.1.	TRAVELS TO SERVICE STATION. Travels to and from service station, verifies fuel grade, activate pump, prepare manual issue document.
7.4.2.	ISSUES BY C300. Travel to and from servicing location, issues fuel, documents transaction.

7.4.3.	FILLS C300. Travels to and from service station, verifies fuel grade, activates pump, prepares documentation.
8.	FUELS TRAINING:
8.1.	PREPARES AND CONDUCTS REFUELING UNIT TRAINING.
8.2.	PREPARES AND CONDUCTS HAZARDOUS COMMUNICATION TRAINING AND DOCUMENTATION.
8.3.	TRAINS FUELS PERSONNEL. Trains fuels personnel in the responsibilities as outlined in AFI 32-4002, <i>Hazardous Material Emergency Planning and Response Compliance</i> , the Base Spill Prevention Countermeasures and Contingency Plan, and the Base Hazardous Material Emergency Planning and Response (HAZMAT) Plan which address Federal, state, and local spill prevention and response requirements.
8.4.	PREPARES AND CONDUCTS TRAINING FOR ORGANIZATIONAL TANK CUSTODIANS.
8.5.	PREPARES AND CONDUCTS STORM WATER DISCHARGE TRAINING.
8.6.	PREPARES AND CONDUCTS CONFINED SPACE ENTRY TRAINING.
8.7.	PREPARE AND CONDUCTS ANNUAL 3 PHASE SECURITY TRAINING.
8.8.	PREPARE AND CONDUCTS ANNUAL LOCKOUT/TAG OUT TRAINING.
8.9.	PREPARE AND CONDUCT ANNUAL RECLAIMED FUEL BOWSER TRAINING.
8.10.	PREPARE AND CONDUCT ANNUAL CHEMICAL HYGIENE PLAN TRAINING FOR FUEL LABORATORIES.
9.	TRADITIONAL GUARDSMAN PROFICIENCY TRAINING:
9.1.	REVIEWS INDIVIDUAL TRAINING RECORD/JOB PROFICIENCY GUIDE AND DETERMINES TRAINING REQUIREMENT.
9.2.	ANNOTATES TRAINING RECORD UPON COMPLETION OF TRAINING.
9.3.	DEVELOPS/REVIEWS TRAINING/LESSON PLAN.
10.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3**MANPOWER TABLE****A3.1. Standard Manpower Table**

Air Force Specialty Title	AFSC	Grade	Manpower Requirement			
Fuels Supvr	2FXXX	Civ	1	1	1	1
Fuels Crafts	2FXXX	Civ	2	3	4	5
Total			3	4	5	6

NOTE. AFSCs may be adjusted at the discretion of the Commander.